New Orleans
ERNEST N. MORIAL
CONVENTION CENTER

P.O. Box 54973
New Orleans, LA 70154-4973
Phone: (504) 582-3036
Fax: (504) 582-3088
Email: Exhibit_Services@mccno.com
For online ordering go to
www.mccno.com/exhibitors

900 Convention Center Blvd. New Orleans, LA 70130

Request for Electrical Services
Effective January 1, 2015

PLEASE TYPE OR PRINT

Advance Rate Deadline: SEPTEMBER 7, 2015

NAME OF SHOW **2015 CNS ANNUAL MEETING**	PAYMENT IN U. S. DOLLARS MUST ACCOMPANY ORDER. MAKE CHECKS PAYABLE TO NOPFMI OR PROVIDE CREDIT CARD INFORMATION ON THE PAYMENT AUTHORIZATION FORM.

EXHIBITING FIRM NAME	BOOTH NUMBER	DATE(S) OF SHOW
ADDRESS	EMAIL ADDRESS	TELEPHONE/FAX
CITY, STATE, ZIP	On Site Contact Name and Cell Phone #	ORDER CONTACT NAME

PLEASE SELECT ELECTRICAL SERVICES NEEDED ON THE OPPOSITE CHART, THEN COMPLETE THE SERVICE REQUIREMENT SECTION OF THE FORM BELOW WITH THE QUANTITY AND TYPE OF SERVICE NEEDED.

SPECIAL REQUIREMENTS
OVERHEAD CONNECTION REQUIRED? Add 50% to service connection charge
24 HOUR SERVICE REQUIRED? Add 50% to service connection charge

LABOR: CHARGES WILL BE IN ½ HR. INCREMENTS. MINIMUM CHARGE ½ HOUR		
	Monday - Friday 8:00 a.m. - 4:30 p.m. (Except Holidays)	$ 76.00/Hr.
	Monday - Friday 4:30 p.m. - 8:00 a.m.	$ 113.00/Hr.
	Saturday, Sundays and Holidays	$ 113.00/Hr.
	DATE AND TIME INSTALLATION REQUESTED	

LABOR CHARGES MAY BE ASSESSED ON THE EXHIBIT FLOOR AND PAYMENT IN FULL MUST BE RENDERED. NO EXCEPTIONS, PLEASE!

Please indicate outlet location(s) on the UTILITY LOCATIONS FORM.

MATERIALS AND SPECIAL CONDITIONS

120 VOLT SERVICE INCLUDES LABOR FOR THE INSTALLATION. ADDITIONAL LABOR IS REQUIRED FOR SPECIAL WIRING, SERVICE CALLS AND MATERIAL.

ELECTRICAL SERVICE	120 VOLT SERVICE- SINGLE OUTLETS				480 VOLT SERVICE
	ADVANCE RATE		STANDARD RATE		
5 Amp	0-600 W	$116.00	0-600 W	$150.00	PLEASE CONTACT THE CONVENTION CENTER FOR PRICE QUOTES.
10 Amp	601-1200W	$152.00	601-1200 W	$184.00	
15 Amp	1201-1800 W	$170.00	1201-1800 W	$207.00	
20 Amp	1801-2400 W	$202.00	1801-2400 W	$272.00	
	208 VOLT 1Ø		208 VOLT 3Ø		
	ADVANCE RATE	STANDARD RATE	ADVANCE RATE	STANDARD RATE	
20 Amp	$338.00	$461.00	$472.00	$625.00	
30 Amp	$433.00	$585.00	$591.00	$793.00	
60 Amp	$673.00	$866.00	$959.00	$1,195.00	
100 Amp	$938.00	$1,244.00	$1,500.00	$1,863.00	
*200 Amp	$2,000.00	$2,313.00	$2,900.00	$4,000.00	
*300 Amp	$2,286.00	$2,672.00	$4,538.00	$5,538.00	
*400 Amp	$3,313.00	$3,518.00	$5,800.00	$8,000.00	

*All service above 100 amps must come from overhead. Prices include overhead service. .

All 208 volt service includes 1 hour labor for installation of service. Additional labor for specialized installations, special wiring and material will apply.

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FOR ORDERS RECEIVED LESS THAN 21 DAYS PRIOR TO EVENT OPENING, CALCULATE SERVICES AT THE STANDARD RATES. **RATES INCLUDE APPLICABLE TAXES.**

SERVICE REQUIREMENTS: Calculate service and cost to the next higher power available when requirements exceed the standard electrical service.

QUANTITY	AMPS	VOLTS	WATTS	PHASE	UNIT CHARGE	SUBTOTAL	OVERHEAD CONNECTION 50%	24 HOUR 50%	TOTAL

SPOTLIGHTS AND EXTENSION CORDS:

QUANTITY	DESCRIPTION - PLEASE CHECK WHERE NECESSARY	ADVANCE RATE	STANDARD RATE	TOTAL
	1000 WATT par 64 Theatrical Spot Light - Price includes power, install, focus and removal	294.00	345.00	
	SINGLE EXTENSION CORDS (Power not included)	23.00	23.00	
	MULTIPLE CONNECTION BOXES: 4 connections (power not included)	23.00	23.00	
			Subtotal	
	ORDERS RECEIVED ON SITE ARE SUBJECT TO AN ADDITIONAL 25% FEE ON THE STANDARD RATES			
			Total Amount Due	

REQUEST FOR
ELECTRICAL SERVICE
INSTRUCTIONS AND CONDITIONS

1. Orders must be received a minimum of twenty one (21) days prior to scheduled event opening for advance rates. Orders received less than twenty one (21) days prior to scheduled event opening will be charged at the standard rates. Orders received on site are subject to an additional 25% fee on the standard rates.
2. Conditions for processing service order forms:
   - A. Payment for service must accompany service orders. NO EXCEPTIONS! Service will not be installed, if payment is not received.
   - B. Personal checks will not be accepted.
   - C. Incomplete hook-up or power requirement information will delay processing.
   - D. Booth number(s) must be identified on the face of the form.
   - E. Location of power in booth must be designated. Diagrams indicating booth orientation are required.
3. Rates listed for all connections include connecting the service to booth in the most convenient manner and DO NOT INCLUDE labor for making specialized installations, special wiring, materials or ramping. Additional service charges and labor charges may be assessed for installations. Payment must be rendered IN FULL when billed during the event. Service may be interrupted if payment is not received.
4. All material and equipment furnished by the Convention Center for this service order shall remain the property of the Convention Center and shall be removed ONLY by Convention Center Staff.
5. Adhesive tapes used on floor surfaces must be a type approved by the Convention Center. Contact your service contractor or Exhibit Services Division of the Convention Center for more details.
6. Convention Center personnel are authorized to cut floor coverings when essential for installation of service unless otherwise directed
7. Installation of any service requirements crossing aisles will not be installed unless approved by show management.
8. The equipment and services will be provided only during the contracted dates of the event the customer is participating.
9. The end user is responsible for compliance with all applicable federal, state and local codes/laws pertinent to the use of all services. The Convention Center reserves the right to inspect all devices and connections to ensure compliance with all codes and laws.
10. **Any additional cost incurred by MCCNO to (1) assist in trouble diagnosis or problem resolution found not to be the fault of MCCNO or (2) collect information required to complete the installation that customer fails to provide may be billed to the customer at the prevailing rate.**
11. All service issues must be reported to the MCC Service Desk prior to the close of the event. Claims will not be considered unless filed **in writing** by exhibitor prior to close of event. Credit will not be given for service installed and not used.
12. **Cancellations – All cancellations must be submitted in writing.** A processing charge of $50.00 will be applied to orders cancelled prior to installation. No credit is given for service cancelled after installation.
13. The Convention Center is responsible for the installation of all electrical distributions from the power source to the exhibit. Distribution is defined as all cable, connectors and hardware up to the first connection that follows the last branch circuit protection device.

    Any branch circuit connection which is terminated in a non-Nema rated connector (i.e., bare wire, disconnect) must be made by a Convention Center electrician.
14. Standard wall and other permanent building utility outlets or sockets are not part of booth space and may not be used by exhibitors.
15. The following are not permitted for use in the exhibit:
    - –Open clip sockets
    - –Latex or lamp cord wire
    - –Twin sockets
    - –Ungrounded Lighting Fixtures
    - –Multiple Attachment Plugs which do not have adequate circuit protection devices
16. All electrical equipment must be properly tagged and wired with complete information as to the type or current required for operation, voltage, phase, cycle, horsepower, etc.
17. All exhibitor cords must be a minimum of 12/3 with ground. All exposed non-current carrying metal parts of fixed equipment, which are liable to be Energized, shall be grounded.
18. If further explanation of your electrical order is necessary, please attach a separate sheet to this order.

PLEASE COMPLETE AND RETURN WITH PAYMENT TO:

NOPFMI

P. O. BOX 54973
NEW ORLEANS, LOUISIANA 70154-4973

Please keep a copy for your records.